

**TOWN OF GIBBONS
AGENDA
REGULAR MEETING OF COUNCIL
JANUARY 22, 2025
TO BE HELD AT THE MUNICIPAL OFFICE AT 7:00 PM**

- 1.0 ROLL CALL
- 2.0 CALL TO ORDER
- 3.0 ADDITIONS TO THE AGENDA
- 4.0 ADOPTION OF THE AGENDA
- 5.0 PUBLIC HEARING MINUTES
- 6.0 ADOPTION OF THE MINUTES
 - 6.1 Regular Meeting of Council January 8, 2025
- 7.0 FINANCE
 - 7.1 Interim CAO
 - 7.2 Accounts Paid as at January 17, 2025
 - 7.3 Administrative Financial Reporting Changes
 - 7.4 Sale of Assets
 - 7.5 Signing Authorities
 - 7.6 Pay Advance Policy
 - 7.7 Policy L 2-25 Remuneration to Members of Council
 - 7.8 2024 Audit Plan
- 8.0 APPOINTMENTS
 - 8.1 Darrell Burak
- 9.0 OLD BUSINESS
- 10.0 NEW BUSINESS
 - 10.1 Intermunicipal Collaboration Framework Agreement Extension
 - 10.2 2025 FCM Convention
 - 10.3 Director of Emergency Management
- 11.0 BYLAWS & POLICIES
 - 11.1 Policy L 1-25 Council Conference Policy

- 11.2 Bylaw TBE 1-25 Approving Authorities and Municipal Planning Commission
- 11.3 Staff Pay Advance Policy
- 12.0 STAFF REPORTS
 - 12.1 Administration Report
- 13.0 COMMITTEE REPORTS
- 14.0 CORRESPONDENCE
- 15.0 NOTICE OF MOTIONS
- 16.0 CLOSED SESSION
 - 16.1 Management of Personnel – *FOIP S.24*
- 17.0 ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF GIBBONS HELD ON WEDNESDAY, JANUARY 8, 2025, AT 4807 – 50th AVENUE IN COUNCIL CHAMBERS

Council Present: Deputy Mayor Norm Sandahl
Councillor Loraine Berry
Councillor Amber Harris
Councillor Willis Kozak
Councillor Jay Millante
Councillor Dale Yushchyshyn

Council Absent: Mayor Dan Deck – with regrets
Councillor Amber Harris – with regrets

Staff Present: Eric Lowe – Assistant CAO
Monique Jeffrey – Director of Corporate Services
Terra Pattison – Finance Manager
Stephanie Peters – Director of Community Services
Louise Bauder – Planning and Development
Curtis Parsons – Operations Manager
Chris Pinault – Recording Secretary

Staff Absent:

As a quorum was present, Deputy Mayor Sandahl called the meeting to order at 10:00 am.

3.0 ADDITIONS TO THE AGENDA

Councillor Yushchyshyn requested that item 16.1 Personnel be added to the agenda.

Mr. Lowe requested that item 16.2 – Draft Bylaw be added to the agenda.

4.0 ADOPTION OF THE AGENDA

Councillor Kozak moved to accept the agenda as amended.

25.005 MOTION CARRIED

5.0 ADOPTION OF THE PUBLIC HEARING MEETING MINUTES

6.0 ADOPTION OF THE MINUTES

6.1 REGULAR MEETING OF COUNCIL – DECEMBER 11, 2024

Councillor Berry moved to accept the minutes of the December 11, 2024, Regular Meeting of Council as presented.

25.006 MOTION CARRIED

6.2 SPECIAL MEETING OF COUNCIL – JANUARY 6, 2025

Councillor Yushchyshyn moved to accept the minutes of the January 6, 2025, Special Meeting of Council as presented.

25.007 MOTION CARRIED

7.0 FINANCE

7.1 ACCOUNTS PAID AS AT JANUARY 6, 2025

Councillor Berry moved to accept the accounts paid as at January 6, 2025, as information as presented.

25.008 MOTION CARRIED

8.0 APPOINTMENTS

9.0 OLD BUSINESS

9.1 ANGEL DONOR EXPENDITURE

Councillor Yushchyshyn moved that Council accept this as information.

25.009 MOTION CARRIED

10.0 NEW BUSINESS

11.0 BYLAWS AND POLICIES

12.0 STAFF REPORTS

12.1 ADMINISTRATION REPORT

Councillor Millante moved to accept the Administration Report as information.

25.010 MOTION CARRIED

13.0 COMMITTEE REPORTS

Councillor Berry attended:

- Homeland Housing Board meeting and Christmas Luncheon

Councillor Harris is absent.

Councillor Kozak had nothing to report.

Councillor Millante attended:

- The Gibbons Fire Department

Councillor Sandahl attended:

- Capital Region Northeast Water Services Commission
- Meeting with MP Michael Cooper

Councillor Yushchyshyn attended:

- Roseridge Landfill Commission meeting

Mayor Deck is absent.

Councillor Berry moved to accept the committee reports as information.

25.011 MOTION CARRIED

Deputy Mayor Sandahl called a recess at 10:15 am.

Deputy Mayor Sandahl called the meeting back to order at 10:20 am.

Councillor Yushchyshyn moved to reverse the order of the closed session items.

25.012 MOTION CARRIED

14.0 CORRESPONDENCE

15.0 NOTICE OF MOTION

16.0 CLOSED SESSION

Councillor Millante moved that Council move to Closed Session as per *Section 197 (2)* of the *Municipal Government Act* concerning the following item at 10:21 am.

25.013 MOTION CARRIED

Councillor Kozak moved that Council revert to normal seating 10:43 am.

25.014 MOTION CARRIED

16.1 DRAFT BYLAW

Councillor Yushchyshyn moved to give 1st Reading to Bylaw ALT 1-25 Short-Term Borrowing Bylaw Operating.

25.015 MOTION CARRIED

Councillor Millante moved to give 2nd Reading to Bylaw ALT 1-25 Short-Term Borrowing Bylaw Operating.

25.016 MOTION CARRIED

Councillor Yushchyshyn moved to hold 3rd Reading of Bylaw ALT 1-25 Short-Term Borrowing Bylaw Operating.

25.017 MOTION CARRIED UNANIMOUSLY

Councillor Berry moved to give 3rd Reading to Bylaw ALT 1-25 Short-Term Borrowing Bylaw Operating.

25.018 MOTION CARRIED

Deputy Mayor Sandahl cancelled the Special Meeting scheduled for January 8, 2025, at 12:00 pm.

16.2 PERSONNEL

Councillor Yushchyshyn moved to accept this as information.

25.019 MOTION CARRIED

17.0 ADJOURNMENT

There being no further business Deputy Mayor Sandahl adjourned the meeting at 10:46 am.

Deputy Mayor Norm Sandahl

Assistant CAO Eric Lowe

DRAFT - NOT APPROVED



DATE SUBMITTED: JANUARY 22, 2025
SUBMITTED TO: MAYOR DECK AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: INTERIM CHIEF ADMINISTRATIVE OFFICER

Introduction

The purpose of this report is to respectfully request that Council give consideration to the appointment of an Interim Chief Administrative Officer.

Background

Section 205(2) of the *Municipal Government Act* states:

205(2): Every Council must appoint one or more persons to carry out the powers, duties and functions of the position of chief administrative officer.

Until such time as a suitable candidate can be found and to ensure management continuity, Administration is recommending that Eric Lowe, Assistant CAO, be appointed as the Interim CAO to perform the duties and functions of the Chief Administrative Officer until the position has been duly filled.

Options Available

The options for consideration by Council include the following:

1. That Council appoint Eric Lowe, Assistant CAO as Interim Chief Administrative Officer to perform the duties and functions of Chief Administrative Officer until such time as a suitable candidate is found.
2. That Council advise Administration as to how it would like to proceed.

Recommendation for Action

Administration would like to respectfully request that Council consider the following recommendation:

1. That Council appoint Eric Lowe, Assistant CAO as Interim Chief Administrative Officer to perform the duties and functions of Chief Administrative Officer until such time as a suitable candidate is found.

Submitted by:

Monique Jeffrey
Director of Corporate Services



TOWN OF GIBBONS

Cheque Listing For Council

2025-Jan-17
12:38:10PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20250006	2025-01-07	AMSC INSURANCE SERVICES	45341	JAN/2025 BENEFITS INV #1978-2025	25,203.31	25,203.31
20250007	2025-01-08	AEDARSA	W045957	GCC- BARRIER INSPECTION ELEVAT	282.45	282.45
20250008	2025-01-08	AMILIA ENTERPRISES INC.	1569758	DECEMBER MONTHLY SUBSCRIPTIO	1,111.82	1,111.82
20250009	2025-01-08	BAUDER, LOUISE	139	NOV 1 - DEC 31/24 CONTRACT	5,175.00	5,175.00
20250010	2025-01-08	BROWNLEE LLP	578496 578579	COUNCIL CODE OF CONDUCT COMI TAX RECOVERY & ENFORCEMENT	433.13 155.93	589.06
20250011	2025-01-08	CALMONT EQUIPMENT	31000668S	REPLACE SHEARED HYDROPUMP S	3,829.15	3,829.15
20250012	2025-01-08	CAM-TRAC INSPECTION SERVICES LTD	13500 13503	HYDROVAC CC 5019 50 STREET 4526 46 ST. CLEAR PLUGGED LINE	1,063.13 1,086.75	2,149.88
20250013	2025-01-08	CANOE PROCUREMENT GROUP OF CANADA	AB242991	TITAN SUPPLY 100 CHAIN & ALLOY S	252.42	252.42
20250014	2025-01-08	CHARTRAND, DENISE	345	SHOP SUPPLIES	129.94	129.94
20250015	2025-01-08	CIMCO REFRIGERATION	90944846 90952506 90952529 90952567 90952671	2 PIECE MYCOM SCREW COMPRES: INSTALL NEW COMP FOR C1 & DELI' C1 STARTER TRIPPED C2 DANFOSS OIL SOOLENOID FAILU INSPECT BRINE LEAK	45,152.10 10,541.76 1,035.76 806.71 7,747.80	65,284.13
20250016	2025-01-08	CRYSTAL CLEAN WATER DELIVERY	W251341	WATER FOR SHOP	40.00	40.00
20250017	2025-01-08	EVANS , JEANNE	5	ICING FOR GINGERBREAD HOUSES	56.76	56.76
20250018	2025-01-08	METRIX GROUP LLP	2024-01	1ST AUDIT FOR 2024	6,825.00	6,825.00
20250019	2025-01-08	MORINVILLE NAPA	033-176291	WINTER COVERALLS	1,102.50	1,102.50
20250020	2025-01-08	MUNICIPAL PLANNING SERVICES (2009) LTD.	1725	OCT-DEC/24 LAND USE BYLAW REV	5,381.25	5,381.25
20250021	2025-01-08	PARKLAND COUNTY	108071	4TH QUARTER 2024 FIRE DISPATCH	1,919.58	1,919.58
20250022	2025-01-08	PARSONS, CURTIS	61	SCC FEE - PERMIT FUEL TANK IN PV	75.00	75.00
20250023	2025-01-08	PATERSON, ERIC	92	SKATING LESSONS	1,050.00	1,050.00
20250024	2025-01-08	PHONECO INC	GP54463 GP54469	REMOTE DIAL IN TO CHECK PHONE WORK ON PHONE SYSTEM PROGR/	78.75 262.50	341.25
20250025	2025-01-08	PINAULT, CAMERON	11	AED PADS & SUCTION DEVICE	459.83	459.83
20250026	2025-01-08	PITNEY BOWES	3202468273	OCT - DEC POSTAGE METER LEASE	552.01	552.01
20250027	2025-01-08	POWLESLAND, JOEL	124	STAFF LUNCHEON	121.68	121.68
20250028	2025-01-08	REGENT SUPPLY	342252 360578 361201	3 PK MEMO BOOKS J. COVENEY BUSINESS CARDS SUSAN GINGELL BUSINESS CARDS	3.10 50.39 60.89	114.38
20250029	2025-01-08	RICOH CANADA INC.	SCO94702556 SCO94702557	AUG 30/24 - NOV 30/24 COPY CHARC AUG 30/24 - NOV 30/24 COPY CHARC	343.61 787.20	1,130.81
20250030	2025-01-08	SELECT ENGINEERING CONSULTANTS LTD	2412-0130	2024 GENERAL ENGINEERING - WAS	1,220.63	1,220.63
20250031	2025-01-08	SPROUSE FIRE & SAFETY	0453350 0453352 0453578 0454221 0454392 AB0000111	PW SHOP BATTERY & EXTINGUISHE EXTINGUISHER REPLACED SENIOR TWILIGHT GARAGE BATTER ARENA EXIT SIGNS, FIRE EXTINGUIK REPLACE EXTINGUISHER GCC KITCHEN SUPPRESSION REPA	318.82 193.20 113.46 1,873.19 151.73 3,654.90	6,305.30
20250032	2025-01-08	STURGEON COUNTY	IVC22309	2024 JOINT USE AGREEMENT COST.	1,616.19	1,616.19
20250033	2025-01-08	TRINUS TECHNOLOGIES INC.	9168 9247	DECEMBER IT SUPPORT BILLING APC REPLACEMENT BATTERY -SER'	10,530.83 697.63	11,228.46
20250034	2025-01-08	ZEMBAL ELECTRIC INC.	2535	ELECTRICAL WORK DONE IN ARENA	2,686.43	2,686.43
20250035	2025-01-08	B & T FENCING	114381	INSTALL REMAINDER OF ECO WALL	3,222.45	3,222.45

7.2



TOWN OF GIBBONS

Cheque Listing For Council

2025-Jan-17
12:38:10PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
20250036	2025-01-08	FOOD CYCLE SCIENCE CORPORATION	1978	FOODCYCLERS	19,005.00	19,005.00
20250037	2025-01-08	RODYCH, KAREN	18792	YOGA CLASS	300.00	300.00
20250038	2025-01-08	[REDACTED]	425879	LANDFILL CHARGE REIMBURSE DUF	17.38	17.38
20250039	2025-01-08	SCAMPER DELIVERY SERVICE LTD.	425881	COURIER SERVICES FOR NOV/24	236.25	236.25
20250040	2025-01-08	SCHULTZ, BRAD	425880	TAI CHI CLASS INSTRUCTOR	808.50	808.50
20250041	2025-01-08	STACK, SUZANNE	425877	REIMBURSE ITEM PURCHASE FOR C	100.00	100.00
20250042	2025-01-10	O'MALLEY, FARRELL	593	FINAL PAYOUT AS PER CONTRACT	223,826.46	223,826.46
20250043	2025-01-14	MEMJ CONSULTING LTD.	2021099	JAN 2 - 15 2025 CONTRACT	6,505.53	6,505.53
20250044	2025-01-14	RBC COMMERCIAL AVION VISA/SCS	V334_55594 V437_596 V450_1265	LOWE/APPLE & ACTIVE 911 SUBSCF O'MALLEY/GIFT CARDS&PD DAY DIN PINAULT/PD DAY LUNCH & BOWLIN	806.37 6,183.80 966.72	7,956.89
20250045	2025-01-14	RBC COMMERCIAL VISA/SCS	V205_347 V336_106797 V354_377 V369_324 V461_141 V569_155 V593_111 V619_126 V629_148 V660_63 V676_83 V699_37	CHARTRAND/WINTER COVERALLS/1 SANDAHL/SUBSISTENCE MILLANTE/SUBSISTENCE SCHMIDT/YOUTH CENTER SUPP/DR BAUDER/BUSINESS BREAKFAST PETERS/YOUTH CENTER SUPPL/WC DECK/MICROSOFT 365 SUBSCRIPTI POWLESLAND/GCC./OD RINK SUPPI KOBZA/EQUIP INSPECT/STRETCH AI EDMONDS/3 24X36 SIGNS/PROGRA JEFFREY/STAFF RECOG GIFT CARD KOZAK/ANNUAL FEE/SUBSISTENCE/	1,124.57 142.08 80.12 125.09 361.34 996.56 114.45 1,520.03 354.75 1,445.54 8,036.60 276.62	14,577.75
20250046	2025-01-16	RECEIVER GENERAL/SCS	1538	ACCT #640451399RI, JAN 2025 GARN	360.29	360.29
20250047	2025-01-16	RECEIVER GENERAL/SCS	1539 1540	RP0001- DEC 15-28 DEDUCTIONS RP0002 - DEC15-28 DEDUCTIONS	24,815.06 2,331.64	27,146.70
20250048	2025-01-17	RECEIVER GENERAL/SCS	1542	RP0002 - DEC FIRE DEPT DEDUCTI	3,169.48	3,169.48
20250049	2025-01-17	RECEIVER GENERAL/SCS	1544	RP0002 - COUNCIL DEDUCTIONS JA	116.82	116.82
44	2025-01-10	LOWE, ERIC D				
45	2025-01-10	WELLS, DYLAN R				
46	2025-01-10	DOUGLAS, NATHAN T				
47	2025-01-10	MACSWEEN, DAVID				
48	2025-01-10	PINAULT, CAMERON				
49	2025-01-10	BENSON, WILLIAM R				
50	2025-01-10	BARON, JORDAN				
51	2025-01-10	BARRETT, JASON				
52	2025-01-10	MYERS, KRISTOPHER				
53	2025-01-10	GENEAU, JAMIE				
54	2025-01-10	SENCHYSHYN, ANDREW				
55	2025-01-10	POLLARD, SCOTT T				
56	2025-01-10	FUNSTON, LAYNE				
57	2025-01-10	WARNER, JAMES				
58	2025-01-10	SCHEEPERS, JUSTIN				
59	2025-01-10	PUCKETT, DUSTYN				
60	2025-01-10	GLOVER, TYLER				
61	2025-01-10	TOWLE, KRISTEN				



TOWN OF GIBBONS

Cheque Listing For Council

2025-Jan-17
12:38:10PM

Cheque		Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date					
62	2025-01-10	STEVENTON, KENDRA				
63	2025-01-10	CHESTER, KENNEDY				
64	2025-01-10	ZEE, SPENCER				
65	2025-01-10	TESSIER, CLAYTON J				
66	2025-01-10	DUCHARME, JACOB				
67	2025-01-10	WIGSTON, ANDRE				
68	2025-01-10	RICE, ABIGAIL				
69	2025-01-17	OSBORNE, CINDY				
70	2025-01-17	ALLEN, JAMES R				
71	2025-01-17	LOWE, ERIC D				
72	2025-01-17	CHARTRAND, DENISE M				
73	2025-01-17	STEVENTON, CHRISTINE A				
74	2025-01-17	SCHMIDT, LAURA L				
75	2025-01-17	HERBOLD, MICHAEL W				
76	2025-01-17	PARISIAN, NOELLE J				
77	2025-01-17	PINAULT, CHRISTINA J				
78	2025-01-17	ADAMS, JIM W				
79	2025-01-17	TERLECKI, QUENTIN G				
80	2025-01-17	STEVENTON, KENDRA N				
81	2025-01-17	BRADLEY, HAILEY				
82	2025-01-17	NORRIS, ANTHONY J				
83	2025-01-17	PETERS, STEPHANIE G				
84	2025-01-17	PATTISON, TERRA L				
85	2025-01-17	POWLESLAND, JOEL F				
86	2025-01-17	LOCHRIE, JAMES D				
87	2025-01-17	FERGUSON, KYLIE				
88	2025-01-17	PARSONS, CURTIS				
89	2025-01-17	GINGELL, SUSAN				
90	2025-01-17	ANTONIUK, LUKAS				
91	2025-01-17	MOLNAR, BRAM				
92	2025-01-17	DURAND, BRETT M				
93	2025-01-17	CHISHOLM, MACKENZIE				
94	2025-01-17	CORRY, TYLER				
95	2025-01-17	FAHLMAN, KATARINA				
96	2025-01-17	EVANS, JEANNE M				
97	2025-01-17	HEATHERINGTON, KIM				
98	2025-01-17	LOCKEN, JODY L				
99	2025-01-17	KUGLER, SARA E				
100	2025-01-17	RICHARDSON, ELIZABETH D				
101	2025-01-17	KOBZA, JENNIFER L				



TOWN OF GIBBONS

Cheque Listing For Council

2025-Jan-17
12:38:10PM

Cheque			Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name				
102	2025-01-17	MAHONEY, SAMANTHA C				
103	2025-01-17	KOBZA, BROOKLYNN L				
104	2025-01-17	EDMONDS, RYAN A				
105	2025-01-17	SAUNDERS, MIKAYLA				
106	2025-01-17	BOETTGER, VALERIE				
107	2025-01-17	ANTONIUK, LILY				
108	2025-01-17	SENTEN, EMILY				
109	2025-01-17	HEDSTROM, REESE				
110	2025-01-17	COUTTS, CAROL				
111	2025-01-17	DRAKE, LESLIE				

Total 522,843.87

*** End of Report ***



DATE SUBMITTED: JANUARY 22, 2025
SUBMITTED TO: MAYOR DECK AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: ADMINISTRATIVE FINANCIAL REPORTING CHANGES

Introduction

The purpose of this report is to respectfully request that Council considers the acceptance of the proposed Administrative changes going forward.

Background

Administration is proposing the following Administrative changes to be implemented by the March 26, 2025, Regular Meeting of Council that will provide documentation to Council and the public to increase accountability and transparency. These documents will provide Council with more information than the cheque listing that is presently being provided.

- Monthly Statements of cash position that will show whether the municipality can meet its expenses and liabilities.
- Monthly cash flow statement that will show how changes in balance sheet accounts and income affect cash and cash equivalents (cash in – cash out)
- Quarterly Balance sheet reports
- Quarterly Variance to Budget reports
- Starting immediately all cheques presented for signature will have attached back-up documentation.

Options Available

The options for consideration by Council include the following:

1. That Council approves the proposed Administrative changes.
2. That Council provide direction to Administration as to how it wishes to proceed.

Recommendation for Action

Administration would like to respectfully request that Council consider the following recommendation:

1. That Council approve the following Administrative changes to be implemented by the March 26, 2025, Regular Meeting of Council:
 - Monthly Statements of cash position that will show whether the municipality can meet its expenses and liabilities
 - Monthly cash flow statement that will show how changes in balance sheet accounts and income affect cash and cash equivalents (cash in – cash out)
 - Quarterly Balance sheet reports
 - Quarterly Variance to Budget reports
 - Starting immediately all cheques presented for signature will have attached back-up documentation.



TOWN OF GIBBONS

REQUEST FOR DECISION

Submitted by:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

Monique Jeffrey
Director of Corporate Services



DATE SUBMITTED: JANUARY 22, 2025
SUBMITTED TO: MAYOR DECK AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: SALE OF ASSETS

The purpose of this report is to respectfully request that Council considers the sale of Lots 10 and 11, Block 4, Plan 1130HW.

Background

Administration is proposing the following two lots be advertised for sale.

1. Lot 10, Block 4, Plan 1130HW – 5015 50 Street
 - a. Assessed value \$135,990
 - b. Purchased for \$151,790
 - c. Demolition \$53,375
2. Lot 11, Block 4, Plan 1130HW – 5019 50 Street
 - a. Assessed value \$148,770
 - b. Purchased for \$186,475
 - c. Demolition \$53,375

As per Section 70(1) of the *Municipal Government Act RSA 2000 Chapter M-26, DISPOSAL OF LAND*

70(1) If a municipality proposes to transfer or grant an estate or interest in

(a) Land for less than its market value, or

(b) A public park or recreation or exhibition grounds, the proposal must be advertised.

(2) The proposal does not have to be advertised if the estate or interest is

(a) to be used for the purposes of supplying a public utility,

(b) transferred or granted under Division 8 Part 10 before the period of redemption under that Division,

or

(c) to be used by a non-profit organization as defined in section 241(f).

As a point of reference, in my research within the Town of Gibbons there is only one residential lot for sale with an assessed value of \$113,210 and is currently advertised for \$159,900 – \$46,690 above assessed value. Should Council wish to offer these 2 commercial lots for sale, they cannot be listed for less than assessed value but must be based on the current market value. If we consider the value of the above-mentioned residential lot, Council may wish to consider the total cost of each lot when determining a list price.



Lot 10:

Purchase Price	\$151,790
Demolition Cost	\$53,375
Total Cost	\$205,165

Lot 11:

Purchase Price	\$186,475
Demolition Cost	\$53,375
Total Cost	\$239,850

By listing the price of each lot at \$222,508 each, Council will recover all the monies that have been expended to date.

Options Available

The options for consideration by Council include the following:

1. That Council approve the proposed sale of the lots 10 and 11, Block 4, Plan 1130HW and set the asking price for each lot.
2. That Council provide direction to Administration as to how it wishes to proceed.

Recommendation for Action

Administration would like to respectfully request that Council consider the following recommendation:

- | |
|---|
| <ol style="list-style-type: none">1. That Council approves the sale of Lots 10 and 11, Block 4, Plan 1130HW and that the asking price to be set at _____ per lot. |
|---|

Submitted by:

Monique Jeffrey
Director of Corporate Services

DATE SUBMITTED: JANUARY 22, 2025
SUBMITTED TO: MAYOR DECK AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: SIGNING AUTHORITIES

Introduction

The purpose of this report is to respectfully request that Council appoints the signatories for the Town of Gibbons in the following manner.

Background

Section 213(4) states as follows: *Agreements and cheques and other negotiable instruments must be signed or authorized (a) by the chief elected official or by another person authorized by council to sign them and, (b) a designated officer, or by a designated officer acting alone if so authorized by council.*

With the change in staffing at the Town Council needs to reappoint the signatories.

Options Available

The options for consideration by Council include the following:

1. That Council appoints the following persons as authorized signatories; Mayor Dan Deck, Councillors Amber Harris, Loraine Berry, Jaycynth Millante, Willis Kozak, Norm Sandahl, Dale Yushchyshyn, Interim CAO Eric Lowe, Interim Assistant CAO Stephanie Peters, and Director of Corporate Services Monique Jeffrey. That cheques require two signatures one from Council and the other from Administration.
2. That Council direct Administration as to how it wishes to proceed.

Recommendation for Action

Administration would like to respectfully request that Council consider the following recommendation:

1. That Council appoints the following persons as authorized signatories; Mayor Dan Deck, Councillors Amber Harris, Loraine Berry, Jaycynth Millante, Willis Kozak, Norm Sandahl, Dale Yushchyshyn, Interim CAO Eric Lowe, Interim Assistant CAO Stephanie Peters, and Director of Corporate Services Monique Jeffrey and that cheques require two signatures one from Council and the other from Administration.

Submitted by:



Monique Jeffrey

Director of Corporate Services



DATE SUBMITTED: JANUARY 22, 2025
SUBMITTED TO: MAYOR DECK AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: PAY ADVANCES POLICY

Introduction

The purpose of this request for decision is to respectfully request that Council provides direction to Administration.

Background

The existing Pay Advance Policy is attached for Council information.

PAY ADVANCES

For a full-time permanent employee who has worked for the Town of Gibbons for a period of two consecutive years a one-time emergency advance equal to one month's pay to be paid back over a period of 6 months.

Administration is requesting that Council provides a directive to discontinue this policy immediately.

Options Available

The options for consideration by Council include the following:

1. That Council directs Administration to discontinue the Pay Advances policy immediately.
2. That Council provides Administration directives as to how they wish to proceed.

Recommendation for Action

Administration would like to respectfully request that Council consider the following recommendation:

1. That Council directs Administration to discontinue the Pay Advances policy immediately.

Submitted by:

Monique Jeffrey,
Director of Corporate Services

Gibbons

ROOTED IN FAMILY

PAY ADVANCES

For a full-time permanent employee who has worked for the Town of Gibbons for a period of two consecutive years a one-time emergency advance equal to one month's pay to be paid back over a period of 6 months.

CONFIDENTIAL

DATE SUBMITTED: JANUARY 22, 2025
SUBMITTED TO: MAYOR DECK AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: POLICY L 2-25 REMUNERATION TO MEMBERS OF COUNCIL

Introduction

The purpose of this report is to respectfully request that Council give consideration Policy L 2-25 Remuneration to Members of Council.

Background

At the request of Mayor Deck, Administration is bringing the Remuneration to Members of Council forward with the Honorarium Advance portion removed from the policy for Council's consideration.

Options Available

The options for consideration by Council include the following:

1. That Council advise Administration as to how it would like to proceed.

Recommendation for Action


Administration would like to respectfully request that Council consider the following recommendation:

1. That Council advise Administration as to how it would like to proceed.

Submitted by:



Monique Jeffrey
Director of Corporate Services

	COUNCIL POLICY	
	REMUNERATION TO MEMBERS OF COUNCIL	
	Policy Type: Legislative	L 2-25

DEFINITIONS:

“Seminar” – A short presentation on a specific topic


“Conference” – A broader range of topics to be discussed which would be of interest to a common user group.

“Workshop” – A very specific topic where everyone is expected to participate.

“Travel Time” – Shall be the time a member left town until the member returns to town.

Base Honorarium

1. The remuneration will be indexed yearly based on the Cost-of-Living Allowance (COLA)
2. Remuneration will include the cost of attending conferences and workshops based on the Alberta Municipalities per diem rate as amended from time to time.
 - a. The Mayor Indemnity (base) Rate for 2022
Rate: \$1,880.25 per month @ 12 Months = \$22,563.00 Allocation equal to 36 single day per diems based upon Alberta Municipalities Rate (\$325@36 = \$11,700.00) plus 20 - 2 Hour Meeting Time (20@\$40 = \$800.00) / 12 Months
 - b. The Councillor Indemnity (base) Rate for 2022
Rate: \$1,175.09 per month @ 12 Months = \$14,101.08 Allocation equal to 24 single day per diems based upon Alberta Municipalities Rate (\$325@24 = \$7,800.00) plus 12 - 2 Hour Meeting Time (12@\$40 = \$480.00) / 12 Months
 - c. Per Diem should not exceed the budgeted amount per year per Councillor. In the event that a Councillor does not have sufficient funds within their current budget, permission from Council to inquire if the event will be subsidized is required. Funds for the subsidized event will be at the discretion of Council.
 - d. Appointments to boards and outside committees that provide remuneration to members need to be balanced by availability and are to be evaluated at the Organization Meeting held prior to the second Council Meeting in October of each year. Alternates are to be given the opportunity to either accompany the designate or attend in the stead to give the alternate experience.

	COUNCIL POLICY	
	REMUNERATION TO MEMBERS OF COUNCIL	
	Policy Type: Legislative	L 2-25

- e. There can be no claim for regular meetings of Council or if the Councillor is paid by an outside body.

Travel Expenses and Honorariums from Outside Bodies


3. If the Mayor and Council are attending a seminar, conference or workshop they may undertake the following:
 - a. They may charge against credit cards to a maximum of \$75.00 per day for meals and incidentals to an accrued total. Receipts must be submitted. If the charge is over the specified amount, the Mayor/Councillor must reimburse the Town of Gibbons.
 - b. Conference attendees are granted authority to exceed the meal allowance maximum in circumstances where meals are not included. Meal receipts must be supplied.
4. Mileage will be paid at the rate ESTABLISHED BY the Government of Canada or the Government of Alberta, whichever is greater as checked each year on April 1.
5. Travel expenses such as mileage and per diems for meals in the absence of a receipt should follow the Government of Alberta standard.

Budgets and Submission of Expenses

6. All expenses must be submitted to the office by the fifteenth (15th) of each month or the last business day prior to it in order for payment to be made by the end of that month.
- ~~7. Councillors may request an advance from their honorarium, with the advance not to exceed one month's honorarium value. Advances may be granted not more than twice within a calendar year.~~
8. The Town of Gibbons wishes to identify a means of reimbursing Councillors for miscellaneous expenses while performing Council business. Therefore, it is deemed that 1/3 of all annual remuneration paid to Council is a reimbursement of expenses above and beyond any other amounts claimed or paid by the municipality on behalf of Council.

Illness and Leave of Absence

9. In the event of a planned absence of more than 2 consecutive meetings, the member must request a leave of absence to be approved by Council. Unplanned absences due to emergencies or illness should be approved on a case by case basis by Council.

	COUNCIL POLICY	
	REMUNERATION TO MEMBERS OF COUNCIL	
	Policy Type: Legislative	L 2-25

Unapproved absences more than 2 consecutive meetings may result in the suspension of the Councillor's honorarium.

Policy Review

10. This policy shall be reviewed by a Council appointed Citizen's Group (made up of Rate Payers of the community at large) from time to time to ensure a fair and equitable remuneration and policy.

SUPERCEDES:

Policy L 1-22

Mayor

Assistant CAO

DATE SUBMITTED: JANUARY 22, 2025
SUBMITTED TO: MAYOR DECK AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: 2024 AUDIT PLAN

Introduction

The purpose of this report is to respectfully request that Council give consideration to the 2024 Audit Plan provided by Metrix Group

Background

In preparation for the upcoming 2024 Audit, Metrix Group has provided their audit plan to Administration and is attached for Council's information.

Options Available

The options for consideration by Council include the following:

1. That Council accept the 2024 Audit Plan as information.
2. That Council advise Administration as to how it would like to proceed.

Recommendation for Action

Administration would like to respectfully request that Council consider the following recommendation:

1. That Council accept the 2024 Audit Plan as information.

Submitted by:



Monique Jeffrey
Director of Corporate Services

January 17, 2025

Town of Gibbons
PO Box 68, 4807 – 50 Avenue
Gibbons, AB T0A 1N0

Sent via e-mail: fomalley@gibbons.ca

Attention: Town Council Members

Dear Council Members:

Re: 2024 AUDIT PLAN

A. INTRODUCTION

The objectives of this audit plan are as follows:

- a) To communicate clearly with Council our responsibilities in relation to the financial statement audit, and provide an overview of the planned scope and timing of the audit;
- b) To obtain from Council information relevant to the audit;
- c) To provide Council with timely observations arising from the audit that are significant and relevant to Council's responsibility to oversee the financial reporting process; and
- d) To promote effective two-way communication between the auditor and Council.

Clear two-way communication between the auditor and those charged with governance (Council) is an integral part of every audit. After reviewing the audit plan, please advise us whether there are additional areas of concern to Council which we should consider.

This letter should not be distributed without the prior consent of Metrix Group LLP and Metrix Group LLP accepts no responsibility to a third party who uses this communication.



B. SERVICES TO BE PROVIDED

We have been engaged by the Town of Gibbons (the "Town") to perform the following services:

a) Audit services

- Audit of Town of Gibbons' financial statements.
- Audit of Town of Gibbons' *Financial Information Return*.

b) Non-audit services

- Review of Town of Gibbons' Library Board *Statement of Receipts and Disbursements*.

C. AUDITOR INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian generally accepted auditing standards (CAS) recommends that we communicate to Council, at least annually, all relationships between our firm and the Town that, in our professional judgment, may reasonably be thought to bear on our independence.

We are currently not aware of any relationships between the Town and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. We will provide our annual letter confirming our independence up to the date of our report at the conclusion of the audit.

D. AUDITOR RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the Town and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the Town's financial statements will be performed in accordance with CAS. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements as a whole present fairly, in all material respects, the financial position, results of operations and cash flows of the Town in accordance with **Canadian public sector accounting standards**. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

CAS does not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Council.

E. MANAGEMENT RESPONSIBILITIES

Management is responsible for the preparation of the financial statements in accordance with **Canadian public-sector accounting standards** and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

F. PLANNED SCOPE AND TIMING OF THE AUDIT

In gathering our audit evidence, we will utilize an approach to the audit of the Town that allows us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work will be focused on, but not limited to, areas that we believe have a higher risk of being materially misstated.

To assess risk correctly, we will require a clear understanding of the Town's business and the environment it operates in. We will gain this understanding primarily through discussions with management and staff. We welcome any insights Council would like to provide to us on what you perceive to be risky.

Audit Strategy

Based on our knowledge of the Town, we anticipate utilizing a combination of tests of relevant internal controls and substantive procedures (analysis of data and obtaining direct evidence as to the validity of the items such as third-party confirmation). This type of approach is more appropriate when an entity processes a high volume of transactions and has strong internal controls. By obtaining some of our assurance through tests of controls, we can reduce the substantive procedures that are required.

Significant Risks

Significant risks are identified and assessed risks of material misstatement that, in the auditors' judgment, require special audit consideration. We have identified the following significant risks.

Management Override of Controls

Canadian Auditing Standards stipulates that management override of controls is considered a significant risk in every financial statement audit. To reduce this risk to an acceptable level, our audit approach will include substantive procedures including testing of manual journal entries, reviews of irregular transactions, and assessing key estimates for potential bias.

Materiality

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found (if any) and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment

Canadian Auditing Standards require the use of both quantitative and qualitative factors in determining materiality. In planning our audit, we have concluded that a materiality level of 2% of operating revenues is appropriate. However, we anticipate that management will record any adjustments that we propose that are of a non-trivial nature.

Audit Team

Our team is comprised of the following skilled professionals who have experience working on local government audits.

Philip Dirks, CPA, CA	Partner
Dallyn Peters, CPA	Manager
Thy Duong, CPA Student	Senior
Braeden Buckley, CPA Student	Junior
Curtis Friesen, CPA, CA	Concurring Partner

Timing of the Audit

We performed audit planning and interim audit work in November and December 2024.

The year-end audit fieldwork is scheduled to take place during the week of March 17, 2025.

We anticipate presenting the audited financial statements to Council at the April 23, 2025 Council meeting.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

G. NEW PUBLIC SECTOR ACCOUNTING BOARD STANDARDS

The following is a summary of recently issued *Public Sector Accounting Board* pronouncements. We encourage the Town's accounting staff to review these to determine the potential impact to the Town.

Effective Fiscal Years Beginning on or After April 1, 2023

PS 3400 – Revenue (new)

- Establishes a standard that addresses the accounting and reporting of revenue not previously addressed in the CPA Canada Public Sector Accounting Handbook.
- Provides a framework for recognizing revenue by distinguishing between revenue that arises from transactions that include performance obligations from transactions that do not have performance obligations.
- Earlier adoption is permitted.

H. AUDIT FEES

We understand that the Town demands value and we strive to provide the highest quality services while working with the Town to control costs.

We previously provided the Town with an estimate of our audit fees for the 2024 fiscal year in the amount of \$23,000. This estimate, which does not include Goods and Services Tax or out-of-pocket expenses, is based on the assumption our responsibilities will be limited to the expression of an opinion on the Town's financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

I. REQUESTS OF COUNCIL

During the course of your duties as Council members, you may become aware of additional areas of concern from an audit perspective that you would like us to address. We welcome discussion on any areas of audit concern that you may have.

Additionally, we request that you inform us (prior to the commencement of our year-end work) whether Council has knowledge of any actual, suspected, or alleged fraud affecting the Town.

J. COMMUNICATION OF THE RESULTS

At the completion of our audit, we will communicate to Council matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to Council under CAS including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the Town's accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matters, if any, arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process; and
- Any other matters previously agreed to with Council.

We trust this communication will provide you with an update on the current developments within the accounting profession, as well as clarify our responsibility and audit approach.

Please do not hesitate to contact us about any of the above items or other matters of concern to the Town Council.

Yours truly,

METRIX GROUP LLP



Philip J. Dirks, CPA, CA
Partner

cc: Farrell O'Malley, Chief Administrative Officer

DATE SUBMITTED: JANUARY 22, 2025
SUBMITTED TO: MAYOR DECK AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: INTERMUNICIPAL COLLABORATION FRAMEWORK EXTENSION

Introduction

The purpose of this report is to respectfully request that Council give consideration to the Intermunicipal Collaboration Framework Bylaw AWOB 1-21.

Background

As mandated by the *Municipal Government Act*, Municipalities that share common boundaries must have an Intermunicipal Collaboration Framework (ICF). This framework was established with Sturgeon County in 2021 and is attached to refresh Council of the contents of the Bylaw.

One of the stipulations of the Bylaw is that it must be reviewed every 4 years which would mean it is up for review this year. Based on communication with Sturgeon County Interim CAO, Travis Peter, Sturgeon County is seeking an extension to the agreement until 2027.

Options Available

1. That Council extend the deadline of the Intermunicipal Collaboration Framework Bylaw AWOB 1-21 until June 30, 2027.
2. That Council does not extend the deadline of the Intermunicipal Collaboration Framework Bylaw AWOB 1-21 and begin negotiations with Sturgeon County on a new ICF.
3. That Council advise Administration as to how it would like to proceed.

Recommendation for Action

Administration respectfully requests that Council give consideration to the following:

1. That Council extend the deadline of the Intermunicipal Collaboration Framework Bylaw AWOB 1-21 until June 30, 2027.

Submitted By:



Monique Jeffrey
Director of Corporate Services

Intermunicipal Collaboration Framework

Sturgeon County and The Town of Gibbons



Bylaw No. 1541/21 for Sturgeon County
Bylaw No. AWOB1-21 for The Town of Gibbons

WHEREAS Sturgeon County and the Town of Gibbons share a common border; and

WHEREAS Sturgeon County and the Town of Gibbons share common interests and are desirous of working together for the mutual benefit of their residents and landowners; and

WHEREAS the *Municipal Government Act* stipulates municipalities that have a common boundary must create a framework with each other that describes the services to be provided under the framework common to more than one of the municipalities that are parties to the framework, identify which municipality is responsible for providing which services, and outline how the services will be delivered and funded; and

NOW THEREFORE, by mutual covenant of the Parties it is agreed as follows:

1. DEFINITIONS

1. In this Framework, unless the context otherwise states:
 - a) **Committee** means the Intermunicipal Committee, as defined in Section 7 of this Framework.
 - b) **Cost-sharing Agreement** means a legally binding agreement entered into by the Parties that may include provisions related to the operation, maintenance, funding and capital improvement of the Municipal Service(s) specified.
 - c) **Framework** means this document, the Intermunicipal Collaboration Framework (ICF) entered into by Sturgeon County and the Town of Gibbons, pursuant to Part 17.2 of the MGA.
 - d) **MGA** means the *Municipal Government Act*, RSA 2000, c M-26, as amended.
 - e) **Municipal Service** means any service provided by, or on behalf of, a Party that benefits their residents. These services may be provided independently by each Party, by a third party, or may be provided on an intermunicipal basis. Example services include, but are not limited to water and wastewater systems, solid waste systems, recreation, transportation, emergency services, gas distribution systems, etc.
 - f) **Parties** means, collectively, Sturgeon County and the Town of Gibbons and **Party** means either one of them.
 - g) **Shall** means obligatory direction.
 - h) **The Town** means the Town of Gibbons.
 - i) **The County** means Sturgeon County.

2. APPLICATION OF THIS FRAMEWORK

1. This Framework applies to Sturgeon County and the Town of Gibbons. Under the MGA, Sturgeon County and the Town of Gibbons are required to create a framework to address intermunicipal collaborations for Municipal Services by April 1, 2021.

3. TERMS AND REVIEW

1. This Framework shall come into force upon the passing of bylaws by Sturgeon County and the Town of Gibbons adopting this Framework.
2. This Framework must be reviewed every four (4) years after its coming into force date (or within a shorter period of time, if agreed upon by the Parties). After review, if the Parties do not agree that this Framework continues to serve the interests of the Parties, the Parties must negotiate in good faith to create a replacement Framework.
3. This Framework may be amended by mutual consent of the Parties in writing. An amended Framework shall come into force on the passing of bylaws by Sturgeon County and the Town of Gibbons adopting the amended Framework. Amended versions to this Framework shall supersede and replace all previous versions of this Framework.
4. When a Party believes there is a dispute under this Framework with respect to the interpretation, implementation, or application of the Framework, or a contravention or alleged contravention of this Framework, and wishes to engage in dispute resolution, the Dispute Resolution Process in Appendix A of this Framework shall apply.

4. PURPOSE

1. This Framework outlines an agreement between Sturgeon County and the Town of Gibbons as required under Part 17.2 of the MGA.

5. EXISTING MUNICIPAL SERVICES

1. Sturgeon County and the Town of Gibbons have agreed that the best and most efficient way to provide Municipal Services to residents is to continue providing services independently or through the various arrangements that each Party currently has with its respective neighbours or in the agreements included in Section 5 of this Framework.
2. The Town and the County have a history of working together to provide Municipal Services to residents on an intermunicipal basis. The following agreements are in place, or are intended to be negotiated and agreed upon by the Parties, for the following services to be provided to residents:
 - a. **Transportation**
 - i. The Town and County agree to work together to develop an agreement in 2021 to maintain the gravel roads, including TWP 560 (Casa Vista Road) within the Town adjacent to the County. If a new agreement is

not finalized by December 31, 2021, and the Parties have not mutually agreed to extend negotiations, then the negotiations are deemed unsuccessful, and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.

b. Emergency Services

- i. The Town operates their own fire department and under an agreement entitled Fire Services Agreement 2018 – 2020 with the County, the Town provides certain emergency call handling and firefighting services to the County. The lead municipality is the Town and the fees for services provided are in accordance with the agreement. The Town and the County developed a new Fire Services Agreement, subject to the approval of each Party's Council. If the new agreement is not ratified by December 31, 2021 and the municipalities have not mutually agreed to extend the negotiations, then the negotiations are deemed unsuccessful, and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.
- ii. The County and the Town, together with the Towns of Morinville, Legal, Bon Accord, entered into the Sturgeon Regional Emergency Management Partnership Agreement, dated November 14, 2016. The lead municipality is the County and costs are paid in accordance with the agreement.

c. Recreation

- i. The Town and the County entered into a Recreation Cost-Sharing Agreement on June 7, 2016; this agreement expired on December 31, 2020. The Town and County developed a new recreation funding agreement and if the new agreement is not ratified by April 1, 2021, and the municipalities have not mutually agreed to extend negotiations, then the negotiations are deemed unsuccessful, and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.

d. Safety Codes Act

- i. The Town and the County, in conjunction with the Towns of Legal, Bon Accord, and Redwater, signed an agreement to create a joint quality management plan that establishes responsibilities and minimum performance standards for providing compliance services under the Safety Codes Act, which was approved on January 28, 2020. The County is the lead municipality and there are no fees associated with this agreement.

e. Peace Officer

- i. The County provides Peace Officer Services to the Town under an agreement dated January 27, 2016. The County is the lead municipality,

and the Peace Officer Services are provided on a fee in accordance with the agreement. The Town and County agree to develop a new Peace Officer Services Agreement by December 31, 2021. If a new agreement is not finalized by the aforementioned deadline, and the Parties have not mutually agreed to extend negotiations, then the negotiations are deemed unsuccessful, and the Dispute Resolution process identified in Appendix A of this Framework shall be initiated.

3. Goods and Services Tax (GST) shall be applied to all applicable Cost-Sharing Agreements, as required.

6. NEW INTERMUNICIPAL SERVICES

1. In the event that either Party wishes to initiate a new intermunicipal service, facility, or initiative, the initiating Party's Chief Administrative Officer will notify the other Party's Chief Administrative Officer of the following:
 - a) General project or initiative description; and
 - b) Envisioned scope.
2. Once either Party has received written notification on the desire to engage in discussion on a new intermunicipal service, facility, or initiative, a Committee meeting, organized by the initiating Party, must be held within ninety (90) calendar days of the date the written notice was received.
3. The Committee shall confirm the following criteria to the satisfaction of both Parties in accordance with Section 7(5) of this Framework, before a new intermunicipal service, facility, or initiative can be further pursued by the Committee:
 - a) Demonstrated community impact and support in both municipalities;
 - b) A joint planning model involving both municipalities; and
 - c) Demonstrated potential for intermunicipal efficiencies.
4. Pursuant to the completion of Section 6(3) of this Framework, the Committee shall develop a business plan and evaluate the following criteria as the basis for determining if a new service, facility, or initiative is desirous by both Parties:
 - a) Estimated cost (capital and operating) and long-term borrowing implications;
 - b) Appropriate funding and timing of expenditures for both Parties;
 - c) The level of projected use and benefit to the residents and ratepayers of both Parties;
 - d) An implementation plan;
 - e) Which Party will manage the operations of the service, facility, or initiative;
 - f) The appropriate process for planning the agreed upon service(s);

- g) A process and implications for discontinuing the service provided; and
 - h) A time frame for the delivery of the service(s) being discussed, including a start and end date of the service(s) delivery.
5. The cost associated with developing a business plan, as described in Section 6(4) of this Framework, shall be shared between the Parties based on the Committee's direction in assigning each Party a portion of the cost.
 6. In addition to the Cost-sharing Agreements detailed in Section 5 of this Framework, the Parties agree to work collaboratively on additional services of regional importance to benefit residents as opportunities arise.
 - a) These future opportunities may include, but are not limited to, Family and Community Support Services, physician recruitment, purchasing and procurement, efficiency reviews, and weed inspection.

7. INTERMUNICIPAL COMMITTEE

1. Sturgeon County and the Town of Gibbons hereby create a recommending body known as the Intermunicipal Committee.
2. The Committee will meet on an as-required basis and will develop recommendations to the Councils of their respective municipalities on matters of strategic direction and cooperation affecting their Municipal Services, including:
 - a) Periodic review of this Framework as required under Section 3 of this Framework;
 - b) Matters as required under Section 6 of this Framework; and
 - c) Periodic review of the County and Town's existing Intermunicipal Development Plan.
3. The Committee shall consist of three (3) members from each Party's Council.
4. A member from either Party's Council shall chair the meetings on an alternating basis. The Chair shall be appointed by the Committee at the first meeting of the Committee and shall be a member from either Party's Council.
5. Decisions of the Committee shall be made by vote, with a majority required for approval.
6. Quorum for the purposes of Committee meetings shall be a minimum of two (2) members from each Party.
7. Incidental costs for Committee support shall be shared equally by the Parties.

8. The Chief Administrative Officers, and/or their designates, of the Parties will be advisory staff to the Committee and will be responsible to provide background information and recommendations, develop agendas and record the recommendations of the Committee on all matters, and forward all recommendations from the Committee to their respective Councils.
9. Meetings of the Committee can be called by either Party by the Chief Administrative Officer serving a written request for a Committee Meeting to the other Party's Chief Administrative Officer, advising the reason for requesting a meeting and providing options for meeting dates. The Committee will endeavour to meet at the earliest possible time, but no later than sixty (60) days after receipt of the written request. The requesting Party shall organize the meeting.

8. CORRESPONDENCE

1. Written correspondence under this Framework shall be addressed as follows:

- a. In the Case of Sturgeon County to:

Sturgeon County
c/o Chief Administrative Officer
9613 – 100 Street
Morinville, AB T8R 1L9

- b. In the case of the Town of Gibbons to:

Town of Gibbons
c/o Chief Administrative Officer
4807 50 Avenue, Box 68
Gibbons, AB T0A 1N0

2. In addition to Section 8(1), notices may be sent by electronic mail to the Chief Administrative Officer of each municipality. If an email is received after 5PM on a Friday, it shall be deemed to be received the following business day.

IN WITNESS WHEREOF the Parties have affixed their corporate seals as attested by the duly authorized signing officers of the Parties, signed this 12 day of April, 2021 at Gibbons, Alberta.

STURGEON COUNTY

TOWN OF GIBBONS



Mayor



Mayor

Reegan

Reegan (Apr 13, 2021 07:52 MDT)

Chief Administrative Officer

Farrell O'Malley

Farrell O'Malley (Apr 12, 2021 16:36 MDT)

Chief Administrative Officer

APPENDIX A

DISPUTE RESOLUTION PROCESS

1. The Parties commit to resolving any disputes under the Intermunicipal Collaboration Framework in a non-adversarial, informal, and cost-efficient manner.
2. The Parties agree to make all reasonable efforts to resolve any disputes by negotiation and agree to provide open and timely disclosure of relevant facts, information, and documents to facilitate negotiations.
3. When a Party believes there is a dispute under the Intermunicipal Collaboration Framework and wishes to engage in dispute resolution, the Party must give written notice of the matters under dispute to the Chief Administrative Officer of the other Party to attempt to negotiate a resolution to the dispute.
4. If a dispute cannot be resolved to the satisfaction of the Parties within thirty (30) calendar days of the dispute being referred to the Chief Administrative Officers, the dispute will be referred to the Committee to attempt to negotiate a resolution to the dispute.
5. If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Committee, the dispute will be referred to the Councils of both Parties.
6. If a dispute cannot be resolved to the satisfaction of the Parties within sixty (60) calendar days of the dispute being referred to the Councils of the Parties, the dispute will be referred to a mediator acceptable to both Parties, unless the Parties mutually agree not to mediate the dispute. The costs of mediation shall be shared equally between the Parties.
7. Mediation of a dispute shall be completed in a timely and efficient manner. If the dispute has not been resolved to the satisfaction of the Parties within three (3) months after the appointment of a mediator, and the Parties have not mutually agreed to extend the term of mediation, the mediation is deemed unsuccessful and shall be terminated.
8. If a dispute is not resolved through the above noted process, the Parties shall refer the matter to an arbitrator acceptable to both Parties and the arbitration process described in Part 17.2 of the *Municipal Government Act* shall apply whether or not one year has passed after the Parties started the dispute resolution process in this Framework.



DATE SUBMITTED: JANUARY 22, 2025
SUBMITTED TO: MAYOR DECK AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: 2025 FCM CONVENTION

Introduction

The purpose of this report is to respectfully request that Council considers the attendance at the 2025 FCM Conference.

Background

In light of the recent financial restraint Administration is requesting that Council considers not attending this years FCM Conference.

Options Available

The options for consideration by Council include the following:

1. That Council does not attend the 2025 FCM Conference in Ottawa.
2. That Council agrees that only three members of Council and the CAO attends the 2025 FCM Conference in Ottawa.
3. That Council provide direction to Administration as to how it wishes to proceed.

Recommendation for Action

Administration would like to respectfully request that Council consider the following recommendation:

1. That Council does not attend the 2025 FCM Conference.

Submitted by:

Monique Jeffrey
Director of Corporate Services

DATE SUBMITTED: JANUARY 22, 2025
SUBMITTED TO: MAYOR DECK AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: APPOINTMENT OF DIRECTOR OF EMERGENCY MANAGEMENT

Introduction

The purpose of this request for decision is to respectfully request that Council appoints a Director of Emergency Management.

Background

As per Section 3(1) of the *Local Authorities Emergency Management Regulation*:

Sec 3(1) A local authority shall establish the local authority's emergency management agency by

- (a) Bylaw, if the local authority is a municipal council,
- (2) The bylaw must
 - (b) appoint a person as the director of emergency management, or state that a person who holds a specified title or position is appointed as the director of emergency management by virtue of holding that title or position.

As per Bylaw TBE 1-16 the Town of Gibbons Emergency Management Bylaw section 2.2 states "Director of Emergency Management (DEM) means an individual appointed by resolution of Council or the CAO or their designate.

Administration is recommending that the present Deputy Director of Emergency Management, Monique Jeffrey, appointed by Motion 22.167, be appointed as the Director of Emergency Management and that Stephanie Peters then be appointed as the Deputy Director of Emergency Management. Both members of Staff have completed their ICS-300 courses.

Options Available

The options for consideration by Council include the following:

1. That Monique Jeffrey is appointed as Director of Emergency Management.
2. That Stephanie Peters is appointed as Deputy Director of Emergency Management.
3. That Council provides Administration directives as to how they wish to proceed.

Recommendation for Action

Administration would like to respectfully request that Council consider the following recommendation:

1. That Monique Jeffrey is appointed as the Town of Gibbons Director of Emergency Management.
2. That Stephanie Peters is appointed as the Town of Gibbons Deputy Director of Emergency Management.

Submitted by:



Monique Jeffrey,
Director of Corporate Services



DATE SUBMITTED: JANUARY 22, 2025
SUBMITTED TO: MAYOR DECK AND MEMBERS OF COUNCIL
SUBMITTED BY: MONIQUE JEFFREY, DIRECTOR OF CORPORATE SERVICES
REPORT TOPIC: POLICY L 1-25 – COUNCIL CONFERENCE POLICY

Introduction

The purpose of this report is to respectfully request that Council give consideration to Policy L 1-25, Council Conference Policy.

Background

The previous Council Conference Policy is from 2014 and is long overdue for a review and Policy L 1-25 is attached for Council’s review. Policy GA 39-08 also made reference to Conferences and is in direct contradiction with Policy L 1-25, therefore, Administration is recommending that it be rescinded should Council approve Policy L 1-25.

Options Available

The options for consideration by Council include the following:

1. That Council approve Policy L 1-25 Council Conference Policy.
2. That Council provide direction to Administration as to how it wishes to proceed.


Recommendation for Action

Administration would like to respectfully request that Council consider the following recommendation:

2. That Council advise Administration as to how it would like to proceed.

Submitted by:

Monique Jeffrey
Director of Corporate Services

			
TOWN OF GIBBONS Policy		COUNCIL CONFERENCE POLICY	
POLICY TYPE Legislative	DATE APPROVE	RESOLUTION	POLICY # L 1 -25

STATEMENT

The Town of Gibbons supports Council member's development through attendance at appropriate conferences, workshops, seminars and educational opportunities.

PURPOSE

This policy establishes a program for Council members to attend conferences, workshops, seminars and educational opportunities.

Conferences, workshops and seminars include, but are not limited to the following:

1. ~~Alberta Urban Municipalities Association (AUMA)~~ Alberta Municipalities (AB Munis) & Regional Sessions
2. Federation of Canadian Municipalities (FCM) & Regional Sessions
3. Northern Alberta Mayor's Caucus
4. Elected Officials Symposium
5. Other Conferences, Workshops and Seminars as approved by Council **by resolution**

Council Members:

1. May attend any conference, workshop, or seminar necessary to carry out their responsibilities as a Councillor within the guidelines set forth in the Annual Municipal Operating Budget as approved by Council **each year**.
2. May attend any conference, workshop, and seminar that may exceed their budgeted allotment upon receiving approval by a resolution of Council;
3. Will obtain approval, by resolution of Council, for a nomination or appointment to office for an external association, where the expenses are expected to be covered by the Town.

The Town:

1. Will pay expenses and per diems required for Council members to fulfill an appointment to the Board of Directors of an association such as the Federation of Canadian Municipalities and the ~~Alberta Urban Municipalities Association~~ Alberta Municipalities;



POLICY TYPE	DATE APPROVE	RESOLUTION	POLICY #
Legislative			L 1 -25

2. Will reimburse Council members for expenses incurred to attend conferences, workshops, and seminars at the rates stipulated in the ~~Elected Officials Expenses Policy No. 11-001~~ **Remuneration to Members of Council Policy** which may be amended from time-to-time;
3. Will pay the costs incurred for spouses or companions to accompany Council members at events where it is normal protocol that a guest be present (e.g. Dinner Event such as a Formal Ball or President’s Dinner); and
4. Will not be responsible for any costs incurred for spouses or companions to accompany Council members to workshops or seminars unless otherwise approved by a resolution of Council.

Supercedes:

Policy L 10-14

Policy GA 39-08

Mayor

Assistant CAO



TOWN OF GIBBONS
Policy

COUNCIL CONFERENCE POLICY

POLICY TYPE
Legislative

DATE APPROVE

RESOLUTION

POLICY #
L 1 -25

DOCUMENT HISTORY

NATURE OF CHANGE	ADOPTED DATE	ADOPTED/APPROVED BY	INITIAL	NEXT REVIEW DATE
New Policy		Council		

TOWN OF GIBBONS - ALBERTA

TITLE: Policy re: Conferences Attendance and Costs Relative to Spouses

AUTHORITY: Administration

EFFECTIVE DATE: May 27, 2009

POLICY NO.: GA 39-08

APPROVAL: Council

SUPERSEDES:

POLICY STATEMENT:

As Council and staff is expected to attend seminars, workshops and conferences on an annual basis and for the most part spouses do not attend.

However, by the power of this policy each Councillor and staff are allowed to take their spouse to one conference per year at the expense of the Town of Gibbons. This is seen as a token of appreciation for the amount of time that a Councillor or a staff person is away from their home on municipal business.

PURPOSE: To provide clear guidelines to the Council and Staff

DEFINITIONS:



DATE SUBMITTED: JANUARY 22, 2025
SUBMITTED TO: MAYOR DECK AND MEMBERS OF COUNCIL
SUBMITTED BY: SUSAN GINGELL – DEVELOPMENT OFFICER
REPORT TOPIC: TBE 1-25 APPROVING AUTHORITY AND MUNICIPAL PLANNING COMMISSION BYLAW

Introduction

The propose of this bylaw is to identify the approving authority for development and subdivision applications.

Background

The current bylaw has the Chief Administrative Officer as the Development Authority and the Subdivision Authority. The intent of this bylaw is to move the discretionary use development permit applications, and development permit applications requiring a variance approval to the Municipal Planning Commission. The subdivision application approvals will be done by a Registered Planner appointed by Council.

As a result of this Bylaw and for clarity, a motion by Council to change the name on the Committee Appointments chart, that was approved at the Organizational Meeting in October, from the Subdivision Authority to the Municipal Planning Commission is required.

Options Available

The options for consideration by Council include the following:

1. That Council change the name of the Subdivision Authority on the Committee Appointments chart to the Municipal Planning Commission.
2. That Council proceeds with 1st, 2nd, and 3rd, Reading of Bylaw TBE 1-25 Approving Authority and Municipal Planning Commission Bylaw.
3. That Council amend Bylaw TBE 1-25 Approving Authority and Municipal Planning Commission Bylaw.
4. That Council direct Administration as to how it would like to proceed.

Recommendation for Action

Administration would like to respectfully request that Council consider the following recommendation:

1. That Council change the name of the Subdivision Authority on the Committee Appointment chart to the Municipal Planning Commission.
2. That Council gives 1st, 2nd, and 3rd, Reading to Approving Authority and Municipal Planning Commission Bylaw TBE 1-25.

Submitted by:

Susan Gingell
Development Officer

Approved by:

Monique Jeffrey
Director of Corporate Services



TOWN OF GIBBONS

Approving Authorities and Municipal Planning Commission Bylaw

Bylaw TBE 1-25

BEING A BYLAW OF TOWN OF GIBBONS IN THE PROVINCE OF ALBERTA TO ESTABLISH APPROVING AUTHORITIES FOR DEVELOPMENT AND SUBDIVISION WITHIN THE TOWN OF GIBBONS.

WHEREAS, Section 623 of the Municipal Government Act, RS.A. 2000 Chapter M-26 as amended, requires that a Municipal Council must establish a Subdivision Authority by bylaw;

AND WHEREAS, Section 624 of the Municipal Government Act, RS.A. 2000 Chapter M-26 as amended, requires that a Municipal Council must establish a Development Authority by bylaw;

AND WHEREAS, Section 626 of the Municipal Government Act, RS.A. 2000 Chapter M-26 as amended, authorizes Town of Gibbons to establish a Municipal Planning Commission bylaw;

WHEREAS, NOW THEREFORE, The Council for Town of Gibbons in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

1.1 This bylaw may be cited as the "Approving Authorities and Municipal Planning Commission Bylaw".

2. DEFINITIONS

The following words and phrases mean:

- 2.1. "Act" means the Municipal Government Act, RS.A. 2000, as amended
2.2. "Chief Administrative Officer" shall be the Chief Administrative Officer, as appointed by Council.
2.3. "Council" means the Council of Town of Gibbons.

Document History

Table with 4 columns: Bylaw Adopted - Resolution #, Bylaw Repealed, Bylaw Amended and Adopted - Resolution #, Date to be Reviewed

- 2.4. "Development Application" means an application made in accordance with the Land Use Bylaw for the purpose of obtaining a development permit.
- 2.5. "Development Authority" means the authority established under this bylaw to perform the duties and functions of a Development Authority under the Act.
- ~~2.6.~~ "Development Officer" means ~~a person appointed by the Development Authority to perform the powers, duties, and functions as assigned by the Development Authority the Development Officer as established under the Designated Officers Bylaw.~~
- 2.7. "Development Permit" means a document authorizing development issued in accordance with the Land Use Bylaw.
- 2.8. "Land Use Bylaw" means the current Town of Gibbons Land Use Bylaw, as amended, or replaced from time to time.
- 2.9. "Member" means a member of the Municipal Planning Commission.
- 2.10. "Municipal Planning Commission" means the Municipal Planning Commission as established by this Bylaw.
- 2.11. "Municipal Planning Commission Secretary" means the person(s) appointed to the position as established by this Bylaw.
- 2.12. "Regulations" means the Regulations proclaimed pursuant to the Act.
- 2.13. "Schedule of Fees Bylaw" means the current Municipal Master Rates Bylaw as amended or replaced from time to time.
- 2.14. "Subdivision Authority" means the person(s) established under this bylaw to perform the duties and functions of a Subdivision Authority under the Act.
- ~~2.15.~~ ~~"Subdivision Approving Officer" means a person appointed by the Subdivision Authority to perform all the powers, duties, and functions as assigned by of the Subdivision Authority.~~
- 2.16. "Subdivision and Development Appeal Board" means the Intermunicipal Subdivision and Development Appeal Board established under the Intermunicipal Subdivision and Development Appeal Board Bylaw, as amended, or replaced from time to time and in accordance with the Act.

3. DEVELOPMENT AUTHORITY

- 3.1. The Development Authority is hereby established.
- 3.2 The Development Authority **for the Town is: shall be the Chief Administrative Officer.**
- ~~3.2.~~ ~~Responsibilities and Functions:~~

Document History

Bylaw Adopted – Resolution #		Bylaw Repealed	
Bylaw Amended and Adopted - Resolution #		Date to be Reviewed	

~~3.3.1 The powers and duties of the Development Authority shall include the powers, duties and functions as described in the Act, the Subdivision and Development Regulation, the Land Use Bylaw, and any other applicable legislation.~~

~~3.3.2 The Development Authority may make rules as are necessary for the conduct of its business that are consistent with the Act, regulations, the Land Use Bylaw and this Bylaw.~~

~~3.3. Notwithstanding Section 3.3.1, the Development Authority may forward an application for development approval to Council.~~

~~3.5 In respect to a direct control district, Council may decide on a development permit application or delegate the decisions to a development authority with directions that it considers appropriate.~~

3.2.1 The Development Officer for an application for development approval which is a permitted use under the Land Use Bylaw, and which complies with the requirements and regulations set out in the Land Use Bylaw.

3.2.2 The Development Officer for an application for development approval which is a permitted use under the Land Use Bylaw, and which requests a minor waiver not more than 10 percent of a measurable standard or any other waiver as specifically authorized in the Land Use Bylaw.

3.2.3 The Municipal Planning Commission when the application for development approval for development is:

3.2.3.1 A discretionary use under the Land Use Bylaw; or

3.2.3.2 A permitted use under the Land Use Bylaw which does not otherwise comply with the requirements and regulations as set out in the Land Use Bylaw, except where the Development Authority is authorized as per Section 4(b).

3.3 Notwithstanding Section 4(c), the Development Authority may forward applications for development approval to the Municipal Planning Commission for a decision.

3.4 If the Development Officer is away or the position is vacant, the CAO or such delegate as assigned by the CAO, may exercise all the powers, duties, or functions of the Development Officer.

3.5 Unless otherwise specified in the Land Use Bylaw, Council is the Development Authority for all Development Permit applications in Direct Control Districts.

4. MUNICIPAL PLANNING COMMISSION

Document History

Bylaw Adopted – Resolution #		Bylaw Repealed	
Bylaw Amended and Adopted - Resolution #		Date to be Reviewed	

- 4.1 The Municipal Planning Commission is hereby established.
- 4.2 The Municipal Planning Commission shall consist of three (3) Council Members appointed by resolution of Council for a term of one (1) year.
- 4.3 Members shall be appointed at the annual Organizational Meeting of Council and may be reappointed upon the expiry of the term.
- 4.4 A Member's appointment shall terminate upon his/her ceasing to be a member of Council.
- 4.5 In the event of a vacancy, Council may appoint by resolution a new member of Council to serve for the remainder of the vacating Member's term.
- 4.6 When two (2) or more Members of the Municipal Planning Commission may have a potential conflict of interest, the Council may appoint additional Members of the Municipal Planning Commission for a specific period of time, as the Council see fit, to ensure that the Municipal Planning commission will have a quorum for a meeting.
- 4.7 A Member shall not be the Development Authority, Subdivision Authority, member of the Subdivision and Appeal Board or an employee of the Town.

APPOINTMENT OF CHAIR AND VICE-CHAIR

- 4.8 At the first meeting of the Municipal Planning Commission following the appointment of Members each year, a Chair and Vice-Chair shall be elected.
- 4.9 A Member may be re-elected to the position of Chair or Vice-Chair.

SECRETARY OF THE MUNICIPAL PLANNING COMMISSION

- 4.10 The position for the limited purpose of carrying out the function of the Secretary to the Municipal Planning Commission is hereby established. ("Municipal Planning Commission Secretary")
- 4.11 The Chief Administration Officer shall appoint the Municipal Planning Commission Secretary and shall not be a Member of the Municipal Planning Commission.
- 4.12 The Municipal Planning Commission Secretary shall have the following responsibilities and functions:
 - 4.12.1 Makes and keeps a record of the Municipal Planning Commission proceedings.
 - 4.12.2 Compiles and provides Agenda and meeting packages to Members and makes available to the public; and
 - 4.12.3 Signs orders, decisions, approvals, notices, and other items given by the Municipal Planning Commission on its behalf.
- 4.13 The Municipal Planning Commission Secretary shall have prepared and maintain a file of written Minutes of the business transacted at all meetings and hearings of the

Document History

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Municipal Planning Commission.

QUORUM AND MEETINGS

- 4.14 A quorum of the Municipal Planning Commission shall be two (2) Members of the Municipal Planning Commission.
- 4.15 The Municipal Planning Commission shall meet at such intervals as are necessary to consider and decide on matters before it.

PROCEDURE MATTERS

- 4.16 If any Member has any interest, whether direct or indirect, in any matter before the Municipal Planning Commission, the Member shall declare such interest to the Municipal Planning Commission before discussion of the matter and shall not participate in the deliberations or vote upon the matter. The abstention shall be recorded in the minutes.
- 4.17 A Member who is for any reason unable to attend the whole or part of the deliberations on a particular application, shall not participate in the continued deliberations or in the decision of the Municipal Planning Commission on that application.
- 4.18 The Municipal Planning Commission may make rules as are necessary for the conduct of its business that are consistent with the Act, Regulations, the Land Use Bylaw and this Bylaw.
- 4.19 The decision of the majority of the Members present at a meeting duly convened shall be deemed the decision of the whole Municipal Planning Commission. A Decision of the Municipal Planning Commission is not final until it is issued in writing.
- 4.20 In the event of a tie vote, the matter before the Municipal Planning Commission shall be deemed to be denied or defeated

RESPONSIBILITIES

- 4.21 The Municipal Planning Commission shall:
 - 4.21.1 Advise and assist the Council with regards to the planning of orderly and economic development within the Town; and
 - 4.21.2 Act as Development Authority where provided for in this bylaw.

5. SUBDIVISION AUTHORITY

- 5.1 The Subdivision Authority is hereby established.
- 5.2 The Subdivision Authority shall be ~~the Chief Administrative Officer~~, that person or organization as appointed by Council at the annual Organizational Meeting

Document History

Bylaw Adopted – Resolution #		Bylaw Repealed	
Bylaw Amended and Adopted - Resolution #		Date to be Reviewed	

5.3 Responsibilities And Functions:

5.1.1 The powers and duties of the Subdivision Authority shall include the powers, duties and functions as described in the Act, the Subdivision and Development Regulation, the Land Use Bylaw, this Bylaw, and any other applicable legislation.

5.1.2 The Subdivision Authority may make rules as are necessary for the conduct of its business that are consistent with the Act, Regulations, the Land Use Bylaw, and this Bylaw.

6. SEVERABILITY

6.1 Should any provision of this Bylaw become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.

7.0. ENACTMENT

This Bylaw shall come into force and effect when it receives Third Reading and is duly signed thereof.

Bylaw TBE 1-23 and all subsequent amendments are now repealed.

Read a first time this ____ of January 2025.

Mayor

Assistant CAO

Read a second time this ____ of January 2025.

Mayor

Assistant CAO

Document History

Bylaw Adopted – Resolution #		Bylaw Repealed	
Bylaw Amended and Adopted - Resolution #		Date to be Reviewed	

Read a third and final time this ____ of January 2025.

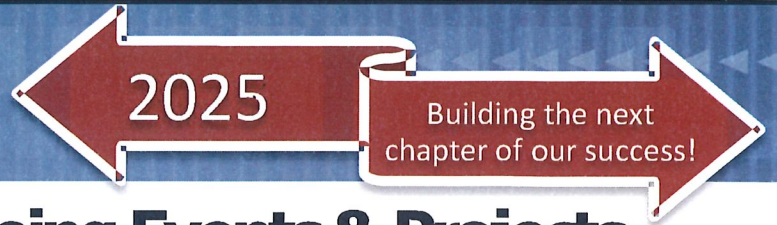
Mayor

Assistant CAO

Document History

Bylaw Adopted – Resolution #		Bylaw Repealed	
Bylaw Amended and Adopted - Resolution #		Date to be Reviewed	

Report to Council



KEY MEETINGS

News, Ongoing Events & Projects

Community Services Department

Key Items in Progress

- Deadline for the 1st intake of the 2025 Community Service Grants is February 14, 2025
- Winter Walk Day is February 5, 2025
- Family Day Events – February 16, 2025

See the monthly newsletter on our website for more events!

Corporate Services Department

Key items in progress:

- Working on 2025 Operating and Capital Budgets
- Tax Enforcement
- Cash Flow Management

Planning & Development Department

Key Items in Progress:

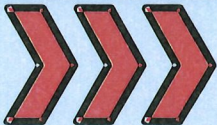
SUCCESS OCCURS WHEN OPPORTUNITY MEETS PREPARATION



VOYENT ALERT!
GIBBONS Free
Notification App
SIGN UP TODAY!

STAFF MEETINGS

- Department Heads ()
- All Staff ()



Public Works Department/Fire Department

- Water Meter changeouts as appointments are made
- Snow Removal and sanding in ongoing
- Equipment Maintenance and Repairs as needed.

FIRE DEPARTMENT

- 2024 Calls: Town Calls: 158 - County Calls: 196
- 2025 Calls: Town Calls: 11 – County Calls: 7
- Membership: 26



Project Updates

Heartland Station

- The Independent Grocery Store is now open
- 3 of the Commercial Retail Units are expected to open early 2025.

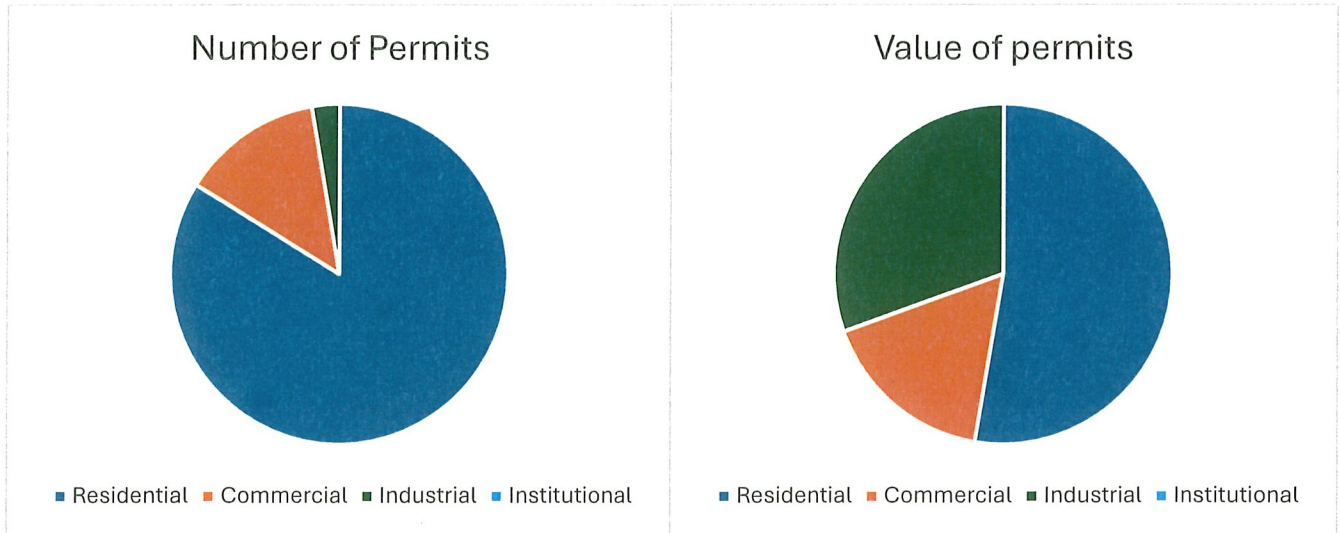


- Scheduled Meetings & Workshops

- **Please note subject to change on short notice.*

Gibbons...a Community...” Rooted in Family”

PLANNING & DEVELOPMENT 2024 YEAR END UPDATE



2024 Development Permit Totals

Permit Type	Number of Permits	Value of permits
Residential	31	\$3,456,312.25
Commercial	5	\$1,106,000.00
Industrial	1	\$2,000,000.00



YEAR TO YEAR COMPARISON

Year	Number of Permits	Value of Permits
2019	23	\$694,900.00
2020	31	\$1,888,000.00
2021	40	\$4,308,127.50
2022	17	\$15,484,623.00
2023	31	\$1,898,680.00
2024	37	\$6,562,312.25